

Enrollment Instructions

ADC, MAEFAIRS & Paper Filers



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Welcome

Enrollment and attendance data collected by the Office of Public Instruction (OPI) is used for many purposes: calculation of ANB for school funding; federal and state statistical reporting; calculating attendance and test participation rates used in determining school, district and state Adequate Yearly Progress under federal No Child Left Behind legislation, and other purposes. Auditors are required to compare the reported data to supporting documentation and note discrepancies in their audit report. Therefore, care and accuracy is very important when completing the forms and maintaining adequate backup documentation.

Enrollment in the MAEFAIRS System

Enrollment entered in the MAEFAIRS system is used to calculate Average Number Belonging (ANB). MAEFAIRS captures the grade-by-grade enrollment count, part-time enrollment data, and other special high school enrollment data (19 year-old enrollment, Job Corps enrollment and early graduates).

Enrollment and Attendance in the Annual Data Collection System

Enrollment and attendance entered in the Annual Data Collection (ADC) collects fall and testing window enrollment by gender and race/ethnicity categories and further disaggregates the counts by free and reduced lunch participation, special education eligibility, limited English proficiency and migrant status. This information is used for federal reports that show education programs are offered equally to all students. Enrollment and attendance data is also used to calculate an attendance rate which is used as an academic indicator for determining Adequate Yearly Progress (AYP).

Official Count Dates

There are three official count dates:

Fall Semester	First Monday in October
Spring Semester	February 1
Test Window Count Date	Last day the statewide Criterion Reference Test (CRT) was administered at a school. This must fall within the statewide testing window.

For the 2005-06 school year, the official count date for **fall** semester is **Monday, October 3, 2005**. The official count date for **spring** semester is **Wednesday, February 1, 2006**. The statewide **test window** is **March 6 – 29, 2006**.

If the first Monday in October or February 1 does not fall on a school day, the next school day becomes the count date. If a school does not have any students in the tested grades, the school should use the last day of district testing. If the district did not have any students in a tested grade, use the last day of the statewide testing window (March 29, 2006) as the enrollment count date.

Who Can I Count?

Enrollment

- Count all enrolled students, including:
 - ✓ Special education students
 - ✓ Homebound students qualifying under 10.20.102, A.R.M.
 - ✓ 19-year-olds (or older) or resident enrolled students attending Job Corps

- ✓ Students attending school for any portion of the school day (example, count as enrolled--a home-schooled student that attends the district for one class per day)
- ✓ Students attending the school from out-of-district
- Do not count:
 - ✓ During the Fall and Spring counts, students absent for 11 consecutive days prior to and including the count date. However, during the testing window count, all students the school considers to be “enrolled” should be counted, regardless of the number of days the student has been absent
 - ✓ Students enrolled in another public school district
 - ✓ Students who will not resume attendance pursuant to notice given to district
 - ✓ Students whose records have been transferred to another school
 - ✓ Students otherwise unable to continue in attendance for any reason
 - ✓ Students who are residents of the district, but are attending an out-of-district school

Part-time Enrollment

- ✓ Include part-time in the grade-by-grade enrollment count. For more information on part-time enrollment, see the ‘Part-time’ student topic. **Important:** Exclude 19-year-olds (or older) from the count of part-time students.

Other Enrollment (High School Only)(MAEFAIRS)

- Only high schools will report Other Enrollment
- The following students should be reported in Other Enrollment:
 - ✓ FALL
 - 19-year-olds (or older)
 - Job Corps students
 - ✓ SPRING
 - 19-year-olds (or older)
 - Job Corps students
 - Early graduates

Transition First

- A Pre-1st/Transition program is a full day program that is designed to ease the transition into or out of first grade, and often results in a two-year program between kindergarten and second grade.
 - ✓ Enter the number of students enrolled in a Pre-1st/Transition program on the count date.

Ungraded

- A class that is not organized on the basis of grade grouping and has no standard grade designation. This includes regular classes that have no grade designations and special classes for exceptional students who have no grade designations. Such a class is likely to contain students of different ages who, frequently, are identified according to level of performance in one or more areas of instruction rather than according to grade level or age level.

Counting Ungraded

- ✓ If a student cannot be assigned to a grade designation, report the student as ungraded.

Note: For the testing window enrollment count ungraded students should be tested and counted for enrollment purposes at their age-appropriate grade level.

Attendance

- The fall attendance count date is the same as the fall enrollment count date, the first Monday in October. The testing window attendance count date is the same as the testing window enrollment count date, and is the last day the Criterion Referenced Test (CRT) was administered at the school and should fall within the statewide testing window of March 6-29, 2006.
- The total number of students present will be calculated by subtracting the total number of students absent from the total number of students enrolled.
- Absent student counts are disaggregated by the same categories as the enrollment counts.
- Students absent for only a portion of the count date should be reflected appropriately in absent counts. Below are sample calculations for partial day attendance:
 - ✓ Pre-K and K: 1 of 3 hours present = .67 absent
 - ✓ Grades 1-6: 3 of 6 hours present = .50 absent
 - ✓ Grades 7-12: 6 of 8 periods present = .25 absent

Part-time

When is a pupil a part-time student?

Part-time data is collected by OPI for the purpose of adjusting a district's enrollment count for students that do not attend full-time. **The key in determining part-time status is to look at annual hours of a pupil's program.** See example at the end of this section.

Grades 1-12

If the pupil's current instructional program provides:

- Less than 181 aggregate hours of instruction time per year, report the pupil to OPI two ways: (1) as enrolled in the regular grade line, and (2) as part-time, <181 hours. Enrollment in a program intended to provide less than 181 aggregate hours of pupil instruction per school year may not be included for purposes of ANB.
- At least 181 aggregate hours but less than 360 aggregate hours, report the pupil to OPI two ways: (1) as enrolled in the regular grade line for the student, and (2) as part-time, 181-359 hours. The student is counted as **one-quarter time enrolled** for purposes of ANB.
- At least 360 aggregate hours but less than 540 aggregate hours, report the pupil to OPI two ways: (1) as enrolled in the regular grade line for the student, and (2) as part-time, 360-539 hours. The student is counted as **one-half time enrolled** for purposes of ANB.
- At least 540 aggregate hours but less than 720 aggregate hours, report the pupil to OPI two ways: (1) as enrolled in the regular grade line for the student, and (2) as part-time, 540-719 hours. The student is counted as **three-quarter time enrolled** for purposes of ANB.
- 720 aggregate hours or more, then the pupil is a full-time enrolled student and only report the pupil as enrolled in the regular grade line, with no part-time reporting. The student is counted as **one full-time enrolled** for purposes of ANB.

In addition to reporting part-time students by grade range in the MAEFAIRS system, schools will need to report the students that received less than 181 hours of instruction time per year in the ADC system, but only for the tested grades and only for the testing window enrollment count. Students receiving less than 181 hours of instruction do not need to be tested and do not need to be included in the test participation rate calculation. If you report them on the part-time line in the ADC system, they will be removed from the Adequate Yearly Progress test participation rate calculation.

Kindergarten

- Even though a Kindergarten program is part-time by nature, Kindergarten students are rarely reported to OPI as 'part-time.' Nearly all Kindergarten pupils receive 181 hours of instruction or more and are reported to OPI as enrolled with no part-time reporting requirement. A district receives one-half ANB for each regularly-enrolled Kindergarten student. However, if you have a pupil that follows a program that provides less than 181 hours of instruction time per year, then report the pupil to OPI two ways: (1) as enrolled in the Kindergarten grade line, and (2) as part-time enrolled '< than 181 hrs/yr.' The district receives **no ANB for a Kindergartner whose program provides less than 181 hours of instruction per year.**

Counting Kindergarten Pupils for Enrollment

- **5 year-olds** - A pupil who reaches age 5 on or before September 10 of the current school year or has been enrolled by special permission of the Board of Trustees may be counted as a Kindergarten student if both of the following criteria are satisfied:
 - the pupil is enrolled in an accredited 5 year-old schooling program
 - AND**
 - the accredited 5 year-old schooling program is providing a minimum of 90 days and a minimum of 360 hours of pupil instruction per year
- **Special Education Pupils** - A special education pupil may be counted as a Kindergarten student if all of the following criteria are satisfied:
 - the pupil has an Individualized Education Program (IEP) which specifies instructional services and/or related services, regardless of the school site or setting in which the services are provided (i.e., could be a preschool setting)
 - AND**
 - the program is designed to provide a minimum of 90 days and a minimum of 360 hours of pupil instruction per year
- **Head Start Program** - A pupil in Head Start may be counted as a Kindergarten student if both of the following criteria are satisfied:
 - the pupil is enrolled in a district's accredited 5 year-old program (Kindergarten)
 - AND**
 - the pupil has an Individualized Education Program (IEP) that specifies Head Start as the service provider, under the supervision of the district's accredited 5 year-old schooling program

Counting Kindergarten pupils for Attendance

- The absent count should be conducted the same day as the enrollment count, unless the Kindergarten program does not conduct class on the count date. If class is not conducted on the enrollment count date, report the number of Kindergarten students absent as of the next pupil-instruction day, but total attendance on the next class day must only consider those students enrolled on the official count date.

Non-Typical Kindergarten Programs

- Contact OPI if the beginning date for a Kindergarten program is subsequent to one of the official count dates (first Monday in October or February 1st), or if the district runs two complete Kindergarten programs within the same school year (this would be a program with a different set of pupils each semester, but each semester's class meets the minimum day and hour requirements for a Kindergarten program). OPI will make the necessary adjustments to properly fund such programs.

ANB for Kindergarten Pupils

- State law allows one-half ANB for Kindergarten pupils, even for full-day Kindergarten services. When reporting enrollment and attendance for Kindergarten, count each enrolled pupil as one student (not as one-half student each).

Pre-Kindergarten

- Pre-Kindergarten, like Kindergarten, is a program that is part-time by nature. However, Pre-Kindergarten students are never reported to OPI as 'part-time.' State law does not provide ANB for Pre-K students; therefore, there is no need for OPI to collect part-time information for Pre-K.

Counting Pre-Kindergarten Pupils for Enrollment

- **3-5 year-olds** in general - Count pupils as Pre-K students if they did not reach age 5 on or before September 10 of the current school year, and if they are attending a free preschool program offered at the discretion of the district.
- **5 year-olds** - In the following cases a student who reaches age 5 on or before September 10 of the current school year would be reported as a Pre-K student (rather than as a Kindergarten student):
 - the 5 year-old schooling program (Kindergarten) is not offering the required minimum days (90) and minimum hours (360) of pupil instruction
 - the parents choose to take advantage of certain related or limited services but not to enroll the student in the accredited program
- **Special Education Pupils** - Count pupils as Pre-K students if they are enrolled in preschool special education programs for any portion of a day.
- **Head Start Program** - A pupil in Head Start may be counted as a Pre-K student if Head Start is part of an authorized program of the school.

Counting Pre-Kindergarten pupils for Attendance

- The absent count should be conducted the same day as the enrollment count, unless the Pre-K program does not conduct class on the count date. If class is not conducted on the enrollment count date, report the number of Pre-K students absent as of the next pupil-instruction day, but total attendance on the next class day must only consider those students enrolled on the official count date.

Example – calculating annual hours for a part time student

The tricky part can be determining how to report a student whose schedule changes during the year. Consider this example:

Assume that Bobby Q. Public is enrolled as a 5th grader in your district and he attends school pursuant to the following schedule:

<u>Semester</u>	<u>Days</u>	<u>Hours per Day</u>	<u>Total Hours</u>	<u>Annualize Hours</u>
First	90	5 hours / day	450	900
Second	<u>90</u>	3 hours / day	270	540
Total	<u>180</u>		720	

How is Bobby's enrollment reported to OPI? Answer: First semester (Fall count) Bobby is reported as full-time enrolled because the annualized hours for his program on that

count date would be 900. Second semester (Spring count) Bobby is reported as part-time enrolled, 3/4 time, because the annualized hours would be 540 for this program.

Even though the example shows that Bobby's annual hours of instruction would total 720, he is still part-time for the second semester. Look at how many annualized hours of instruction would be provided for the program the student is following on the current count date, independent from the hours accumulated under a program he/she followed on another count date.

Number of Students

Students Who are Enrolled

Each student included in the numerical count of students must be enrolled as defined in A.R.M. 10.15.101.

(24) 'Enrolled student' means a high school student assigned to receive organized instruction in an education program described in A.R.M. 10.55.904 that is offered by a public school and can be applied towards the graduation requirements of A.R.M. 10.55.905, or an elementary student assigned to receive organized instruction in an education program described in A.R.M. 10.55.901 through 10.55.902, or an elementary or high school student in a course of instruction agreed to in an Individualized Education Program (IEP). A.R.M. 10.15.101

Students Who Are Absent More than 10 Days on Count Date

For the Fall and Spring count, INCLUDE a student who is absent on the count date in the enrollment count, unless the student has been absent for more than 10 consecutive days or the district has reason to believe that the student has left the district or is enrolled in another school. (A.R.M. 10.20.102). For the Testing Window count, include all students the school considers enrolled in the enrollment count, regardless of the number of days they have been absent.

For the Fall and Spring count: DO NOT INCLUDE students in the enrollment count if they have been absent more than 10 consecutive days, unless they qualify as homebound students under A.R.M. 10.10.102. Students who have been absent more than 10 consecutive days must resume attendance on or before the count date in order to be considered enrolled.

For the testing window count, all students the school considers to be enrolled should be included in the enrolled and absent counts. The 10-day rule does not apply during the testing window count.

What School does the Student Attend?

Each student may be included in the enrollment of only one school even if the student attends more than one school throughout the school day or week.

Pupils Requiring Special Permission

5-year old Schooling Program (Kindergarten)

- Children that are enrolled in a district's 5-year-old schooling program, but have not reached the age of 5 on or before September 10 of the current school year must have received special permission of the Board of Trustees to be included in enrollment for the purpose of calculating Average Number Belonging (ANB).

Underaged Elementary Pupils

- Children that are enrolled in a district's elementary school program, but have not reached the age of 6 on or before September 10 of the current school year must have received special permission of the Board of Trustees to be included in enrollment for the purpose of calculating Average Number Belonging (ANB).

Job Corps Students

Under certain circumstances, a district may include Job Corps students in its ANB enrollment count. For the students to be eligible for inclusion in the count, the district must have entered into an interlocal cooperative agreement (Title 7, Chapter 11, Part 1, MCA) with a Montana Job Corps Program accredited by the Northwest Association of Accredited Schools.

Requirements for ANB-eligibility of Job Corps Students

- the student must be enrolled in a public school in the student's district of residence,
- the credits taken at the Job Corps Program require approval by the resident school district,
- the credits meet the resident district's requirements for graduation at a school in the district,
- the credits must be taught by an instructor who has a current Montana high school certification, and
- the credits must be reported by the Job Corps Program to the student's resident school district.

For more information, see Section 20-9-707, MCA

Note: Job Corp and GED students who are included in school enrollment counts should also be included for Criterion Referenced Testing at the school. All enrolled students are to be tested.

Step-by-Step Instructions- MAEFAIRS Enrollment

Follow these instructions to complete enrollment in the quickest, most error free manner.

From the MAEFAIRS menu screen

1. Print Blank Forms
 - a. Click on Enrollment, then click Reports.
 - b. Select a district and school at the bottom of the screen.
 - c. Double left click 'Blank Forms'
 - d. Single left click the circle in front of preferred selection
 - e. Print
 - f. Exit
2. Enter Enrollment Data
 - a. From the MAEFAIRS menu screen, select Enrollment, then Enrollment Steps, then double left click 'Step 1: Enrollment'
 - b. Select a district and school at bottom of the screen.
 - c. Select a Grade
 - Either enter 'K', '1', '2', . . . '10', '11', etc.,
 - d. Enter the number of students in the 'Students' entry field
 - e. Save or Undo the record

Repeat 2 c-e until all combinations have been entered for this school.

 - f. High School Districts: Single left click the 'To Other Enrollment' button (only appears for high schools)
Elementary Districts: Single left click the 'To Part-time' button and skip to 4.
3. Enter 'Other Enrollment (High School Only) '. This area is used to report 19-year-olds (or older) or Job Corps students enrolled on this count date or early graduates for the current school year (spring count only). If you have no data to enter, skip to 4.
 - a. Select 'Enrollment Type'
 - b. Enter number of students
Repeat for each 'Enrollment Type' [19-year-olds or Job Corps Students or early graduates].
 - c. Single left click the 'To Part-time' button.
4. Enter 'Part-time Enrollment' (If there are no part-time students enrolled in this school select 'To Enrollment' and complete steps 2-4 for the next school in your district or if all schools are completed, 'Exit' to menu screen and validate using the directions in Step 6 below.)
 - a. Select Grade Range

NOTE: Grade ranges are: Kindergarten, Transition 1-6 grades, 7-8 grades, and 9-12 grades.
 - b. Enter number of students 'Not Enrolled for ANB (<181hrs/yr)'

NOTE: Report all students (including kindergarteners) attending a program that provides less than 181 hrs/year. Although reporting these students is required, they are not included in the ANB calculation for state funding purposes.
 - c. Enter number of students 'Part-time Enrolled (181-359 hrs/yr, 360-539 hrs/yr, 540-719 hrs/yr)'

NOTE: Report all students attending a program that provides 181-719 hrs/year. These students are considered 'part-time' for ANB purposes.

DO NOT INCLUDE 19-year-olds (or older) in either part-time category.

- d. Repeat 4a-c for all applicable grade ranges.
 - e. Double left click 'exit' to return to the MAEFAIRS menu screen, and validate using Step 5 below or if you have more schools, select 'To Enrollment' and complete Steps 2-4 for the next school in your district.
5. Validate Data
- a. Double left click on Step 4: Validation
 - b. Select the district(s) you want to validate (Follow on-screen instructions for selecting more than one district.)
 - c. Print the validation report
 - d. Close the report preview screen
 - e. Single left click 'Exit' to return to the MAEFAIRS menu screen
 - f. Review and/or correct all validation errors

NOTE: Messages with error type of 'Corrective' must be corrected before data can be submitted to OPI. 'Warning' errors will not cause files to be rejected but should be reviewed as incorrect information may affect funding.

6. Print Final Report
- a. From the MAEFAIRS menu screen, select Enrollment, then Reports.
 - b. Double left click 'Enrollment Summary'
 - c. Single left click circle in front of report choice ('School Summary' or 'District Summary')
 - d. Single left click 'Print' button
 - e. Print the report
 - f. Close the report preview screen
 - g. Single left click 'Exit' to return to the MAEFAIRS menu screen
7. Prepare file and Submit Data to OPI
- a. Single left click on Enrollment steps button
 - b. Double left click on Step 5: Submit to OPI

Step by Step Instructions Disaggregated Enrollment and Attendance (ADC)

1. Gather and tally enrollment and attendance information on students in each grade by disaggregated categories. Maintain a snapshot of the enrollment records on the count date for auditing purposes.
 - a. For each grade in a school, disaggregate enrollment and absence counts for each gender and race/ethnicity combination. Further disaggregate the grade, gender, race/ethnicity totals by special population categories. The categories used in the ADC program are:
 - Grade: PK, K, P1, 1, 2, 3, 4, 5, 6, UE, 7, 8, UM, 9, 10, 11, 12, UH. Note: For the testing cycle enrollment the un-graded grade levels will not be available. Students are to be tested at their age-appropriate grade level. For the test cycle enrollment count enrollment should be recorded at the student's age-appropriate level.
 - Gender: Female, Male
 - Racial/ethnic: American Indian/Alaska Native, Asian, Black or African American, Hispanic or Latino, Native Hawaiian/Pacific Islander, White Non Hispanic
 - Additional special populations: Free/Reduced Price Lunch Participant, Special Education Eligible, Limited English Proficient, Migrant.
 - b. Two worksheets are available to assist with tallying information before you enter it into the ADC program:
 - i. Blank disaggregated enrollment and attendance forms for paper filers
 - Enrollment forms can be printed by selecting the Disaggregated Enrollment and Attendance pdf document from the OPI ADC webpage. The address to link to the document is: <http://www.opi.state.mt.us/PDF/ADC/05rptDisaggEnroll.pdf>
 - If you need to report additional grades at a school, make or print copies of the second side of the blank paper form.
 - Paper Filers: follow the instructions on the front of the form.
 - ii. Blank Excel spreadsheet: If you do not have an enrollment system in place in your school that allows you to easily query and tally your students by the disaggregated categories required by the ADC system, OPI is providing a spreadsheet that can be used as a tool to assist in the ADC data entry process. The OPI does not recommend this spreadsheet as the basis of a student-level record-keeping system; its purpose is solely to assist with tallying students for entry in the ADC.
 - Download the Disaggregated Enrollment & Attendance spreadsheet from the ADC web page.
 - <http://www.opi.mt.gov/ADC/Index.html>
 - Use a separate copy of the spreadsheet for each grade in a school.
 - For each grade, enter individual student information on the "Grade Detail" tab of the worksheet.
 - The disaggregated totals for the grade will automatically fill from the grade detail tab to the "Grade Total" tab.
 - Once all the individual student information has been entered for a grade on the "Grade Detail" tab use the "Grade Total" tab to enter the summary counts in the ADC system.
2. Enter Disaggregated Enrollment and Attendance Data in the ADC system
 - a. From the ADC menu screen, select the appropriate school from the dropdown list. From the Data Entry list, select or double click on "Disaggregated Enrollment" under the "Entered at School Level" heading.
 - b. Select a Grade from the dropdown list or Enter 'K', '1', '2', . . . '10', '11', etc.
 - c. Select the appropriate Gender
 - d. Select the appropriate Race/Ethnicity
 - e. Enter the number of enrolled students in the "Count" entry field that meet the enrollment count criteria outlined in this manual.

- f. Enter the number of students from the "Count" field eligible to participate in the free and reduced lunch under the National School Lunch program
 - g. Enter the number of students from the count field eligible and receiving special education services under an IEP.
 - h. Enter the number of students from the count field who are Limited English Proficient.
 - i. Enter the number of students from the count field who are migrant students.
 - j. If there are no students in a category, enter a zero.
 - k. The same student may be counted in multiple fields (e-i), but may not be counted in more than one grade, gender, race combination.
 - l. Of the students entered in the enrolled count field, enter the number who were absent on the count day. If a student was absent for part of the count day, the count should include the decimal number that reflects the portion of the day the student was absent.
 - m. Further disaggregate the count of absent students into free and reduced lunch participation, special education eligibility, limited English proficiency and migrant status.
 - n. For the Testing Window Count Only (last day the Criterion Referenced Test is administered at the school between March 6-29, 2006) and only for tested grades: on the Part-Time < 181 hours line, enter the number of students from the enrolled count receiving an average of an hour or less per day of instruction from the school.
 - o. The record will automatically save as you enter through the last field. Once saved, it will appear in the window at the bottom of the screen.
 - p. To edit a record, select it from the bottom of the screen and double-click to bring it to the top of the screen to make changes.
 - q. To delete a record, highlight it and click on the delete button.
 - r. Repeat 2 b-q until all the combinations that, your school has, have been entered.
 - s. Exit the screen by clicking on the button with the open door icon at the top right of the screen.
3. Review, Validate and Print the Data
 - a. The totals you enter for a grade in the ADC system must match the totals that have been submitted through the MAEFAIRS system. You will not be able to submit the ADC data to OPI until the MAEFAIRS data has been submitted and the enrollment totals by grade match between the two systems. If the two totals do not match, you will receive a corrective action error when you try to submit your ADC data.
 - b. A running total by grade will appear at the very bottom of the screen as you are entering the disaggregated data. Additionally, if you have submitted your MAEFAIRS data, the MAEFAIRS total for the grade also displays at the bottom of the screen.
 - c. The left button labeled "ADC/MAEFAIRS comparison" found in the top right corner of the entry screen will display a report with MAEFAIRS and ADC grade totals and the differences between the two.
 - d. View and print a report of the disaggregated enrollment details you have entered in the ADC system by clicking on the report preview button, which is the middle button, at the top right of the screen.
 - e. Exit the screen by clicking on the button with the open door icon at the top right of the screen.

Glossary

19-year-olds (or older)

Students who turned 19 years of age on or before September 10 of the current school year:

- are included in regular enrollment counts
- are included in attendance counts
- are reported under 'Other Enrollment (High School Only)'
- are NOT included in part-time counts

Students nineteen years and older are not included in the ANB calculation.

Attendance Rate

Attendance Rate is used as an academic indicator for determining Adequate Yearly Progress. The Attendance Rate calculation is the number of students present on the dates used to report fall and test window count disaggregated enrollment and attendance data, divided by the total enrollment for the same two counts.

$$\frac{(\text{October Enrolled Count} - \text{October Absent Count}) + (\text{Test Window Enrolled Count} - \text{Test Window Absent Count})}{(\text{October Enrolled Count} + \text{Test Window Enrolled Count})}$$

Average Daily Attendance (ADA)

"Average daily attendance" or "ADA" is the average number of students present on the dates used to report fall and spring disaggregated enrollment and attendance data. The total number of students present in grades 1-12, as reported on the fall and spring disaggregated enrollment and attendance data reports, will be added together and divided by two to determine the average daily attendance for that school year. The number of pre-kindergarten and kindergarten students present, as reported on those data collections, will be added together and divided by four to determine average daily attendance for that school year. (A.R.M. 10.15.101(3)). Note: Spring disaggregated enrollment and attendance data is collected during the testing window enrollment count in March.

Average Number Belonging (ANB)

Average number belonging (ANB) means a student count for each school district that is used for school funding purposes. The statutory definition, pursuant to 20-1-101(2), MCA, is 'the average number of regularly enrolled, full-time pupils attending the public schools of a district.'

Calculating Average Number Belonging (ANB)

The Average Number Belonging (ANB) for the ensuing school fiscal year is the average adjusted enrollment of the current school year, by budget unit, multiplied by the sum of the pupil-instruction (PI) and pupil-instruction-related (PIR) days, divided by 180.

Pupil-instruction (PI) days are those days when school districts provide organized instruction for pupils enrolled in public schools while under the supervision of a teacher. Districts are required to conduct a minimum of 180 PI days in a school year. A.R.M. 10.15.101 (40)

Pupil-instruction-related (PIR) days are those days of teacher activities, for the school year preceding the year to be funded, which are devoted to improving the quality of instruction. For calculation of ANB the PIR days may not exceed seven (7). The days may not be included as part of

the required minimum of 180 PI days or the required minimum aggregate hours of pupil instruction per 20-1-301, MCA. A district's PIR days must be planned in accordance with the policy adopted by the Board of Public Education, and a minimum of three (3) PIR days must be conducted. 20-1-304, MCA.

Average adjusted enrollment

Average adjusted enrollment is the number of students in a budget unit used in the calculation of Average Number Belonging (ANB).

Figuring Average Adjusted Enrollment

The following format may be used to calculate the average adjusted enrollment of a budget unit (A.R.M. 10.15.101(10)):

	<u>Fall</u>	<u>Spring</u>
(A) Total enrollment of all schools within a budget unit	_____	_____
(B) Subtract Pre-Kindergarten enrollment	<_____>	<_____>
(C) Subtract Kindergarten pupils receiving less than 181 hours services per year	<_____>	<_____>
(D) Subtract one-half Kindergarten pupils receiving 181 hours (or more) services per year	<_____>	<_____>
(E) Subtract pupils in grades 1-12 receiving less than 181 hours of services per year	<_____>	<_____>
(F) Subtract three-quarters pupils in grades 1-12 receiving between 181-359 hours of services per year	<_____>	<_____>
(G) Subtract one-half pupils in grades 1-12 receiving between 360-539 hours of services per year	<_____>	<_____>
(H) Subtract one-quarter pupils in grades 1-12 receiving between 540-719 hours of services per year	<_____>	<_____>
(I) Subtract 19-year-old (or older) students	<_____>	<_____>
(J) Add early graduates	____NA____	_____
(K) Subtotal (total of lines A-J)	_____	_____
(L) Total adjusted enrollment (add Fall subtotal to Spring subtotal from Line K)		_____
(M) Average adjusted enrollment (Line L divided by two)		_____

* To print this worksheet you must have it selected as your topic (not a popup screen), select 'print' from toolbar.

Budget Unit

'Budget unit' means the unit for which the ANB of the district is aggregated for all enrolled students according to 20-9-311, MCA. (A.R.M. 10.15.101(10))

Early graduates

Students that graduated from high school early, at the end of their 7th semester.

Reporting early graduates is only required if the district is applying for increased ANB pursuant to 20-9-313(6), MCA and A.R.M. 10.20.102(11).

Early graduates are mid-year graduates who meet the following criteria:

1. The student was enrolled as of the first Monday of October of the CURRENT school year as a senior in high school, but WAS NOT enrolled on February 1 of the CURRENT school year.
2. The student completed graduation requirements at the end of the first semester of the CURRENT school year.
3. The student completed graduation requirements at the end of a total of SEVEN semesters.

NOTE: Students who complete graduation requirements in LESS than seven semesters, or MORE than seven semesters, do not qualify for increased ANB and cannot be included in your count of early graduates. See A.R.M. 10.20.102

4. The student had not reached the age of 19 on or before September 10 of the CURRENT school year.
5. The student has NOT been counted in the regular 11th or 12th grade enrollment as of February 1 of the CURRENT school year.

Ensuing

First succeeding school year to the current year.

Fiscal Year

Fiscal year of data. For example, fiscal year 2006 is July 1, 2005 to June 30, 2006.

Fiscal year 2006 can also be called:

Fiscal year 2005-06

Fiscal year 2005-2006

FY06

FY 2006

FY 2005-06

FY 2005-2006

Free/Reduced Price Participant

A student eligible to participate for the Free/Reduced Lunch Program under the National School Lunch Act.

As allowed by Section 9(b)(2)(C)(iv) of Public Law 103-448 schools may disclose, without consent, children's names and eligibility status for free or reduced-price meals or free milk to persons directly connected with the administration or enforcement of state education programs provided the programs are administered by a state agency or local education agency. A child's name, grade, and free and reduced price eligibility information may be released to authorized school officials for purposes required by the No Child Left Behind Act, including reporting disaggregated enrollment and attendance information.

Gender

Sexual identity as in male or female.

Grade

The assigned education level of a student Pre-K through 12.

Pre-Kindergarten is also called Pre-K and Preschool

Transition First

Ungraded

Head Start Program

- A Federally funded child development program that provides health, educational, nutritional, social and other services primarily to economically disadvantaged preschool children.

Taken from Instructions for Completing The Nonfiscal Surveys of the Common Core of Data, 2003-2004, by the National Center for Education Statistics, Office of Educational Research and Improvement, U.S. Department of Education.

Homebound Students

Those students who are receiving instructional services who were in the education program and due to medical reasons, certified by a medical doctor, are unable to be present for pupil-instruction. (A.R.M. 10.15.101)

Criteria for counting Homebound students (A.R.M. 10.20.102(8)):

- (8) *Homebound students, as defined in A.R.M. 10.15.101, and students who are confined to a treatment, medical, or custodial facility may be counted as enrolled for ANB purposes if the student:*
- (a) is enrolled as defined in A.R.M. 10.15.101 and is currently receiving organized and supervised pupil instruction as defined in 20-1-101, MCA;*
 - (b) is in a home or facility which does not offer a regular educational program; and*
 - (c) has instructional costs during the absences which are financed by the school district general fund.*

Individualized Education Program

Refers to written instructional plan for students with disabilities designated as special education students under the Individuals With Disabilities Education Act (IDEA-Part B) which includes:

- Statement of present levels of educational performance of a child;
- Statement of annual goals, including short-term instructional objectives;
- Statement of specific education services to be provided and the extent to which the child will be able to participate in regular educational programs;
- Projected date for initiation and anticipated duration of services;
- Appropriate objectives, criteria and evaluation procedures; and
- Schedules for determining, on at least an annual basis, whether instructional objectives are being achieved.

Taken from Instructions for Completing The Nonfiscal Surveys of the Common Core of Data, 2003-2004, by the National Center for Education Statistics, Office of Educational Research and Improvement, U.S. Department of Education.

Kindergarten

A program for children in the district who will be 5 years old on or before September 10 of the school year for which the program is to be conducted. The trustees of a district must either establish a Kindergarten program or make a program available to all children in the district who meet the 5-year-old age requirement. The program is taught during the year preceding first grade.

Limited English Proficient

An individual:

- A. who is aged 3 through 21
- B. who is enrolled or preparing to enroll in an elementary or secondary school;

- C.
 - (i) Who was not born in the United States or whose native language is a language other than English;
 - (ii) (a) Who is an American Indian or Alaskan Native, or a native of the outlying areas; and
 - (ii) (b) Who comes from an environment where a language other than English has had a significant impact on the individual's level of English language proficiency; or
 - (iii) Who is migratory, whose native language is a language other than English, and who comes from an environment where a language other than English is dominant; and
- D. whose difficulties in speaking, reading, writing, or understanding the English language may be sufficient to deny the individual
 - (i) the ability to meet the State's proficient level of achievement on State assessments
 - (ii) the ability to successfully achieve in classrooms where the language of instruction is English; or
 - (iii) the opportunity to participate fully in our society.

Migrant

A migrant student is a student who has moved within the last three years across international (Mexico and Canada only), state, or school district boundaries with his/her parent or guardian to enable the child (in the case of secondary youth), the child's guardian or parent, or member of the child's immediate family to obtain temporary or seasonal employment in an agricultural, fishing, or dairy-related activity. The child may be in any grade between preschool (age 3) and grade 12 and must not be above 22 years of age.

All eligibility determinations are made by trained recruiters and/or the Office of Public Instruction/Migrant Education Program (OPI/MEP).

Also to identify a student as migrant, he/she must have a current Certificate of Eligibility (COE) on file with the OPI/MEP.

If you have a student who you think might be migrant, please contact either the local MEP director or the state office at (406) 444-2423 to determine if he/she is, in fact, a migrant and has a COE on file.

If there is migrant funded staff at the school, that means there are migrant students at the school.

Pre-Kindergarten (Pre-K or Preschool)

A free program for children between the ages of 3 and 5 years, offered at the discretion of the trustees of an elementary district. The program is offered during the year(s) preceding Kindergarten.

Race/Ethnicity

This data is collected with the fall and test window counts. Race/Ethnicity is the general racial or ethnic category which most clearly reflects the individual's recognition in his or her community, or with which the individual most identifies. The Race/Ethnicity classifications and definitions are defined by the U.S. Department of Education, Office of Civil Rights. Other designations will not be accepted.

Black or African American (not Hispanic)

A person having origins in any of the black racial groups of Africa.

Asian

A person having origins of any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinents. This area includes, for example, China, India, Japan, and Korea.

American Indian/Alaskan Native

A person having origins in any of the original peoples of North America and South America (including Central America), and who maintains cultural identification through tribal affiliation or community recognition.

Native Hawaiian or Pacific Islander

A person having origins in any of the original peoples of Hawaii or the Pacific Islands. This area includes, for example, Guam, the Philippine Islands, Samoa and Tahiti.

Hispanic or Latino

A person who traces his or her origin or descent to Mexico, Puerto Rico, Cuba, Central and South America, and other Spanish cultures, regardless of race.

White, Non-Hispanic

A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.

Residence -- Every person has, in law, a residence.

Rules for Determining Residence: In determining the place of residence, the following rules are to be observed:

- 1) It is the place where a person remains when not called elsewhere for labor or other special or temporary purpose and to which the person returns in seasons of repose.
- 2) There may only be one residence. If a person claims a residence within Montana for any purpose, then that location is the person's residence for all purposes unless there is a specific statutory exception.
- 3) A residence cannot be lost until another is gained.
- 4) The residence of a minor's parents or, if one of them is deceased or they do not share the same residence, the residence of the parent having legal custody or, if neither parent has legal custody, the residence of the parent with whom the minor customarily resides is the residence of the unmarried minor. In case of a controversy, the district court may declare which parental residence is the residence of an unmarried minor.
- 5) The residence of an unmarried minor who has a parent living cannot be changed by either the minor's own act or that of the minor's guardian.
- 6) The residence can be changed only by the union of act and intent.

Section 1-1-215, MCA

Special Education Eligible

A student having an Individualized Education Program (IEP) under the Individuals with Disabilities Act (IDEA-Part B) and who is receiving special education services.

Transition First

A Pre-1st/Transition program is a full day program that is designed to ease the transition into or out of first grade, and often results in a two-year program between kindergarten and second grade.

Ungraded

A class that is not organized on the basis of grade grouping and has no standard grade designation. This includes regular classes that have no grade designations and special classes for exceptional students who have no grade designations. Such a class is likely to contain students of different ages who, frequently, are identified according to level of performance in one or more areas of instruction rather than according to grade level or age level.

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